

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday October 24, 2012 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Jay Salter, Vice President  
William Tappan  
Robert Bergman  
Arthur Chapman

## MINUTES

Present: President Jeannie Nix, Vice President Jay Salter, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Bill Tappan

Staff: Commission Secretary Tami Douglas-Schatz; Commission Clerk Robin Mason

Counsel: Nina Negranti, Commission Counsel; Steve Simas, Commission Outside Counsel

### 1. Call to Order/ Flag Salute/ Roll Call

President Nix called the meeting to order at 9:00 A.M. and led the flag salute.

### 2. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual. Being none, President Nix closed the Public Comment Period.

### 3. Minutes

September 26, 2012

A motion was made by Commissioner Chapman and seconded by Vice President Salter to approve the September 26, 2012 regular meeting minutes as presented; the motion carried 5-0-0.

### 4. Reports

#### a. Commission President

President Nix requested the Regular Monthly Meeting be rescheduled from November 14<sup>th</sup> to November 28<sup>th</sup>. Commissioner Bergman made a motion to reschedule the regular November meeting; Commissioner Tappan seconded; the motion carried 4-0-1 (Vice President Salter opposed the motion to reschedule the regular meeting – he will be out of town that day).

#### b. Commission Counsel

Nina Negranti introduced herself and informed the Commission that she will back up Commission Counsel Tim McNulty, as needed.

#### c. Commission Subcommittees

Commissioner Tappan discussed the timing of disbanding the Working Group, whose work has been completed, with President Nix and HR Director Tami Douglas-Schatz. Ms. Negranti recommended keeping the committee intact until the final action of the Board of Supervisors is taken. President Nix stated the Subcommittees Report will be deferred until after the Secretary's Report.

# Civil Service Commission

**d. Commission Secretary**

Tami Douglas-Schatz:

*DRAFT Annual Report (included in agenda packet)*

Tami Douglas-Schatz: introduced Personnel Analyst Mark McKibben from the Human Resources Department.

Mark McKibben: presented the draft Annual Report for fiscal year 2011-2012 and answered questions.

President Nix and Commission: Made suggestions and recognized the leadership efforts of the HR Director Tami Douglas-Schatz and the HR Staff on working diligently to create an excellent and meaningful report once again this year.

Commissioner Tappan: made a motion to approve the Annual Report for FY 11-12 and directed HR Staff to forward the approved report to the Board of Supervisors.

Commissioner Bergman: seconded; the motion carried 5-0-0.

*Letter to the Board of Supervisors Regarding Working Group Activities (Action)*

Tami Douglas-Schatz: Presented the finalized letter to the Board of Supervisors for the Commission's discussion and approval.

Commissioner Chapman: Corrected date, should be 2013 instead of 2012.

President Nix: Opened the discussion to public comment. Being none, Ms. Nix closed the public comment period.

Commissioner Chapman: made a motion to approve the draft letter as corrected and forward to the Board of Supervisors.

Commissioner Tappan: seconded; the motion carried 5-0-0.

*Training Outline*

Ms. Douglas-Schatz: invited outside Counsel Steve Simas to update the Commission on the training outline.

Steve Simas: reported on status of CSC training and will get a new revised outline to Commissioner Chapman and Ms. Douglas Schatz soon.

Commissioner Chapman: Clarified with Mr. Simas that the training will take place in January of 2013.

Ms. Douglas-Schatz: Concluded her report as no hearing dates were needed.

President Nix: Discussed the timing of disbanding the Working Group Ad Hoc Subcommittee with Ms. Negranti.

# Civil Service Commission

---

Nina Negranti: recommended waiting to disband until after the Board of Supervisors approves the letter.

Commissioner Bergman: agreed.

President Nix: Suggested adding the topic to the next meeting agenda.

**5. Job Class Specifications – Revision: For Informational Purposes Only (Action)**

- a. Administrative Analyst Aide
- b. Community Service Aide
- c. Employment/ Resource Specialist
- d. Social Services Investigator

President Nix: confirmed with Ms. Douglas-Schatz that the revisions to the job specifications listed were provided for informational purposes to the Commission, and no action was required.

**6. Adjournment**

Being no further business, President Nix adjourned the meeting at 9:37 A.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*